



**REQUEST FOR PROPOSALS
for
AUDIT SERVICES**

I. Background

The Northwest Regional Planning Commission is requesting proposals for annual financial statement audit services for its fiscal year ending June 30, 2025, with the possibility of renewal for two subsequent years. NRPC is one of eleven regional planning commissions in the State of Vermont and is a political subdivision of the State. NRPC's overall budget is approximately \$3,270,000 and NRPC currently has 12 full-time employees and 2 part-time employees. NRPC participates in the Vermont Municipal Employee's Retirement System (VMERS).

The Northwest Regional Planning Commission has been awarded federal funds through the Agency of Transportation, Agency of Natural Resources, VT Emergency Management, VT Department of Public Safety, U.S. Economic Development Administration and the Environmental Protection Agency; state funds through the Agency of Commerce and Community Development, VT Agency of Natural Resources and VT Agency of Transportation; and several other local and private funding sources.

II. Schedule

Friday, May 16, 2025	Request for Proposals (RFP) issued
Wednesday, May 28, 2025	Deadline for questions submitted via email
Friday, May 30, 2025	Responses to questions posted to https://www.nrpcvt.com/about-nrpc/rfp-rfq-rfb/
Monday, June 9, 2025	Proposals due via email by 4 pm.
Wednesday, June 18, 2025	Anticipated notice of selection
Tuesday, September 30, 2025	Deadline for audit field work completion
Friday, October 31, 2025	Submission of final draft audit report

III. Scope of Services

NRPC requires financial statements be audited in accordance with auditing standards generally accepted in the United States of America (GAAP); the standards contained in "Government Auditing Standards", issued by the Comptroller General of the United States, most recent revision; the Single Audit Act Amendments of 1996; and Title 2 U.S. Code of

Federal Regulations (CFR) Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, also commonly referred to as the Uniform Guidance. The audit report shall also contain the required supplementary information, as required by GAAP. NRPC's that a qualified firm will be aware of, and can apply, other required or pertinent public accounting statutes, standards, or laws that may not be listed here.

If NRPC is required to have a Single Audit, it must be conducted in accordance with the Single Audit Act Amendments of 1996 and 2 CFR Part 200. NRPC also requires review and testing of its indirect cost proposal each year. Since July 2014, NRPC has used the *fixed rate with carry forward method* of determining indirect costs.

VI. PROPOSAL REQUIREMENTS

All responses to the RFP shall include the following information:

1. Information on the firm's background and experience auditing federal, state or local governments and specifically, regional planning commissions in Vermont.
2. Information on the size and organizational structure of the firm.
3. A list of people to be assigned to this audit, including names, education, professional licenses, registrations or certifications, role in the audit engagement, and relevant experience in auditing programs financed by federal, state, and local governments (resumes are acceptable). Any changes to staffing plan during the audit must be disclosed to NRPC.
4. A statement of the firm's understanding of the work to be performed including the timeline for completing each step of the audit engagement.
5. Commitment to conduct fieldwork by September 30th with a final draft audit report submitted by October 30th.
6. Cost with and without a single audit and the firm's proposed payment terms.
7. List of three references noting type of service provided, contact person, phone number and/or email address.

Respondents should submit one (1) digital copy of the proposal by 4:00 PM on June 9, 2025 to: Bethany Remmers, Assistant Director, bethany@nrpcvt.com and cc Amy Adams, Office Administrator, aaadams@nrpcvt.com. Previous audit reports are available upon request.

VII. AUDITOR SELECTION PROCEDURE

Proposals will be evaluated based on the following factors (not in priority order):

1. The firm is independent and licensed to practice in the State of Vermont.
2. The firm's understanding of the work to be performed.
3. The firm's background and experience auditing governmental entities and specifically, regional planning commissions in Vermont.
4. The firm's background and experience in auditing programs financed by federal, state, and

local governments including Single Audit experience.

5. The firm's understanding and experience with indirect rates and indirect rate cost proposals for local governments, as defined in 2 CFR Part 200.

6. The qualifications, experience, and size of the firm.

7. The experience and qualifications of the specific staff members to be assigned to the audit.

8. The cost to provide the Scope of Services as described, including a clear break-out of the cost with and without a Single Audit.

Proposals will be evaluated by a selection committee consisting of the NRPC Executive Director, NRPC Assistant Director, NRPC Office Administrator and a member of the NRPC Finance and Operations Committee. All proposals become the property of the NRPC upon submission. The cost of preparing, submitting, and presenting a proposal is the sole expense of the contractor. NRPC reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFP in part or in its entirety if it is in the best interest of the NRPC. This solicitation of proposals in no way obligates NRPC to award a contract.

The selected firm and any sub-consultants must comply with the *Vermont Standard State Provisions for Contracts and Grants* (Attachment C). The selected firm, at its expense, shall maintain in full force and effect the insurance coverages set forth in the current Vermont State Insurance Specification. A copy of the Vermont State Insurance Specification is available at: [Insurance Specification rev 2023.pdf](#)

NRPC, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Qualified WBE/DBE consultants are encouraged to apply. The Northwest Regional Planning Commission is an Equal Opportunity Employer.